

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 03-046

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: May 14, 2003

SUBJECT: May 15, 2003 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The May 15, 2003 APOR55-1 & 64-1 apportionment reports for school districts are posted on each district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding, viewing or saving these reports please contact your county's Regional Training Center (RTC) <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports, please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

"FY 2002-2003 REQUESTS FOR ADVANCE BASED ON GROWTH" received by April 30, 2003 were processed for the May 15, 2003 payment. Growth Advances are now being calculated based on 100th day ADM. Additionally, School Finance Memo 03-016 (<http://www.ade.az.gov/schoolfinance/Memos/FY2002-2003/03016.pdf>) provides requirements for submitting a revised budget relative to growth. APOR55-2, district growth reports, are available online at <http://ade.az.gov/districts>. Districts that submitted Aggregate ADM via the Common Logon web application and/or faxed in Group B Add-On counts for the May 15, 2003 growth calculation and apportionment calculation, need to continue to correct SAIS data. All submitted override counts will be deleted on June 30, 2003 and SAIS data will be used for July 15, 2003 apportionment calculation.

Based on a comparison of the final Type 03 tuition included in the final FY 01-02 APOR55-1 and the Type 03 tuition reported on the FY 01-02 AFR, adjustments have been included in the May 15, 2003, APOR64-1 apportionment of State Aid. These adjustments have already been included in the budget capacity, as calculated on the FY 01-02 BUDG75 report. Please contact Lyle Friesen at lfriese@ade.az.gov if you have questions regarding this adjustment.

Direct any questions or concerns regarding submission of SAIS 40th or 100th day Average Daily Membership or Special Education Census data to Steve Murosky (602) 542-8239 or email smurosk@ade.az.gov.

Check your district's budget processing status, Summary Status and Submitted File Status at <http://www.ade.az.gov/budget> for more detailed information on submitted and processed budget files. If prior budget versions (proposed, adopted, revised 1, etc.) have not successfully processed, your revised budget will reject when submitted. Please be sure the district-wide budget, the school-by-school budget, worksheets, Revenue Budget, have processed for your district. (Upload all budget files at <http://www.ade.az.gov/budget>. COMMON LOGON username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>. **Check the School Finance Bulletin Board for important budget file information before uploading any budget related file(s). You must check the submitted file status to verify your most recent budget worksheets submitted have processed. The New Budgets Processed status page will not show which worksheets processed, only that a worksheet file has processed.** Please call Rachel Meier at (602) 364-1990 (rmeier@ade.az.gov) or Lyle Friesen at (602) 542-4351 (lfriese@ade.az.gov) with questions or for assistance.

cc: County School Superintendents

May 15, 2003